

UNITED STATES BANKRUPTCY COURT, MIDDLE DISTRICT OF FLORIDA

**ELECTRONIC CASE FILING SYSTEM
TRAINING REGISTRATION FORM**

This form is to be used to register for training and filing privileges on the court's Electronic Case Filing System. Complete both the registration and the system readiness survey. This information is required for CM/ECF registration and will be used only for that purpose. All information will be kept confidential.

First/Middle/Last Name
of the Attorney:

Firm Name:

Firm Address:

State Bar ID Number:

Telephone Number:

E-mail Address:

Fax Number:

Select Location for Training:

☐ Tampa - Sam M. Gibbons U.S. Courthouse

☐ Ft Myers – U.S. Courthouse

☐ Orlando – SouthTrust Bank Building

☐ Jacksonville – U.S. Courthouse

The Court can accommodate the attorney and two staff members. Although support staff are welcome and encouraged to attend training, it should be noted that the attorney **MUST** complete the training before a password is issued and access is granted to the CM/ECF system, regardless of staff participation.

Please list additional individuals that will attend training:

_____, _____

SYSTEM READINESS SURVEY

1) Do you have a Pentium class personal computer running a standard platform such as Windows 95, 98, ME, 2000, XP with at least 128 MB of RAM?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) Do you know how to use Windows-based word processing software such as Corel WordPerfect or Microsoft Word?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3) Do you know how to use your office e-mail system? Specifically, can you: Use e-mail to create and send documents Send e-mail with attached documents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
4) Do you have Internet access? If yes, is your access via Cable modem, DSL, (Digital Subscriber Line), ISDN (Integrated Services Digital Network), T1 line or Dial-up modem? _____ <i>Standard Dial-up modem access (56 K Speed) is not recommended because it's connectivity speed from the Internet to the CM/ECF system is very slow when downloading/uploading files from the server.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5) Do you know how to access the Internet using an Internet browser such as Microsoft Internet Explorer or Netscape Navigator? <i>We recommend Internet Explorer (IE) 5.5, IE 6.0 or Netscape Navigator version 4.6 or 4.7.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6) Do you have specific Internet browser knowledge of the following: Use Forward and Back button Click on check boxes using a mouse Typing in text boxes Downloading files Printing documents Using hyperlinks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
7) Do you know how to read Portable Document Format (PDF) using Adobe Acrobat Reader software?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8) Do you have software to convert documents from word processor format to portable document format (PDF)? <i>Acrobat Writer as well as some other word processing programs can convert documents. Acrobat Writer 5.0 and earlier version, 3.X, 4.X meet the CM/ECF filing requirements. Adobe can be contacted at 1-888-724-4508. For viewing documents: only Adobe Acrobat Reader is needed.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
9) Do you have a scanner? <i>We recommend a scanner equipped with an automatic document feeder for faster scanning of multiple page documents?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

By submitting this registration form, I agree to abide by the following rules:

1. Pursuant to Federal Rule of Bankruptcy Procedure 9011, every pleading, motion and other paper (except lists, schedules, statements or amendments thereto) filed with the court shall be signed by at least one attorney of record or by the party filing the pleading if not represented by an attorney. The unique password issued to a user registered to use the ECF system identifies that user to the court each time that the user logs on to the ECF system. The use of a user's password serves as and constitutes the signature of the user for purposes of Bankruptcy Rule 9011 on any document or pleading filed electronically.
2. The user must protect and secure the password issued by the court. If any reason exists to suspect the password has been compromised in any way, it is the duty and responsibility of the user to notify the clerk of court immediately. The clerk will immediately delete that password from the electronic filing system and issue a new password.
3. Certification to file in the electronic case filing system will constitute a request and an agreement to receive service of pleadings and other papers electronically pursuant to Federal Rule of Bankruptcy Procedure 9036, where service of pleadings and other papers is otherwise permitted by first class mail, postage prepaid.

Please place a check next to the method you would like to receive your login and password.

- | |
|---|
| <input type="checkbox"/> Send my login and password via first-class mail to the address provided above. |
| <input type="checkbox"/> Send my login and password via E-mail to the E-mail address provided above. |

Date

Signature of Applicant

Mail this completed form to the Division Office that you have selected for training:

Jacksonville Training – mail registration to:

United States Bankruptcy Court
Middle District of Florida
Attn: ECF Training Coordinator
300 North Hogan St., Suite 3-350
Jacksonville, FL. 32202-4267

Orlando training - mail registration to:

United States Bankruptcy Court
Middle District of Florida
Attn: ECF Training Coordinator
135 W Central Boulevard, Suite 950
Orlando, FL. 32801

Tampa & Ft. Myers training - mail registration to:

United States Bankruptcy Court
Middle District of Florida
Attn: ECF Training Coordinator
801 N. Florida Ave., Suite 727
Tampa, FL. 33602-3899